

**REGIONAL PRESIDENT  
OF THE  
LADIES AUXILIARY  
FLEET RESERVE ASSOCIATION  
  
MANUAL  
OF  
DUTIES AND RESPONSIBILITIES**

**ORIGINATED: 1976**

**REVISED: 1993, 1998, 1999, 2000, 2002, 2003, 2004, 2010, 2021 per NP.**

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EXPENSE REPORT & QUARTERLY REPORT SAMPLES

Originated: 1976

Revised: 1993, 1998, 1999, 2000, 2002, 2003, 2004, 2010

## A. PURPOSE

The material in this Manual has been developed to assist the Regional President in her/his Office. This Manual is provided as a supplement to the Constitution and ByLaws and the Standing Rules of the Ladies Auxiliary of the Fleet Reserve Association as ratified by the Fleet Reserve Association.

Reproduction of any portion of this Manual for use other than the purpose stated above must be authorized by the National President of the Ladies Auxiliary of the Fleet Reserve Association.

This Manual is distributed by the National Executive Secretary of the Post-Convention Board of Director's Meeting of the National LA FRA Convention to the newly installed Regional Presidents. At the end of the Regional President's term of office, the manual shall be surrendered to the National Executive Secretary at the Pre-Convention Board of Director's Meeting of the National LA FRA Convention.

The following abbreviations will be used throughout this Manual

C&BL	Constitution and ByLaws
S/R	Standing Rules
LA FRA	Ladies Auxiliary of the Fleet Reserve Association
FRA	Fleet Reserve Association
NP	National President
NES	National Executive Secretary
NFS	National Financial Secretary

## B. APPOINTMENTS

Not all Regions function the same, so each Regional President must familiarize herself/himself with the Regional ByLaws and adjust her/his appointments accordingly. Immediately after election, the Regional President-Elect should announce her/his committee appointments for the coming year.

1. THE POSITIONS THAT SHOULD BE FILLED FIRST ARE:
  - a. Chaplain
  - b. Parliamentarian
2. THE FOLLOWING APPOINTMENTS ARE NORMALLY NEEDED FOR REGIONAL CONVENTION
  - a. Sergeant-at-Arms
  - b. Marshall
  - c. Color Bearers (as many as needed)
  - d. Secretary (appointed or elected)
  - e. Constitution and Bylaws Committee
  - f. Credentials Committee
  - g. Registration Committee
  - h. Tally Committee
  - i. Pages (as many as needed)
  - j. Workshop Committee (optional)
  - k. Audit and Finance Committee (if required by Regional Bylaws)
  - l. Budget Committee (if required by Regional Bylaws)
3. **REGIONAL REPORT COMMITTEE** (Chairman and Six (6) members) THIS COMMITTEE SHALL BE RESPONSIBLE FOR JUDGING ALL COMPETITIVE REPORTS AT THE REGIONAL CONVENTION. (Award Certificates for the 1<sup>st</sup>, 2<sup>nd</sup>,

and 3<sup>rd</sup> place winners, in all five groups, shall be awarded at the Regional Convention. (Awards Certificates are available from the National Financial Secretary prior to Regional Convention)

- a. Unit Activities Committee
- b. Americanism and Patriotism Committee
- c. Hospital Committee
- d. Publicity Committee
- e. Welfare & Rehabilitation Committee
- f. Youth Activities Committee
- g. Unit Report (formerly known as the Unit President's Report)

4. **THE REGIONAL PRESIDENT SHALL TAKE ONLY THE FIRST PLACE WINNER OF THE UNIT REPORT FROM EACH GROUP, TO NATIONAL CONVENTION FOR JUDGING.**
5. THE REGIONAL PRESIDENT IS AN EX-OFFICIO MEMBER OF ALL COMMITTEE

#### **C. REGIONAL PRESIDENT'S REPORTS**

1. Quarterly Report Forms – Activities
  - a. Quarterly report forms have been provided and should be maintained in the Regional President files.
  - b. Copy this form and file with the National President **ONLY**.  
1<sup>ST</sup> Quarter-due **JAN**; 2<sup>nd</sup> Quarter-due **APR**; 3<sup>RD</sup> Quarter-due **JULY**; 4<sup>th</sup> Quarter-due before National Convention. (Send to NP & NES to reach them before Convention) Note: This is what determines how much money each Regional President will receive, **NO CHECKS WILL BE WRITTEN AT CONVENTION.**
  - c. It should be noted that when attending your Unit meetings it should not be recorded unless it is an official visit.
  - d. Additional funds under the jurisdiction of the National President shall be disbursed following the Pre-Board meeting in accordance with quarterly reports submitted.
2. Financial Report Forms-Expenses
  - a. Financial Report forms have been provided and should be maintained in the Regional President files. RP Expenses are those having to do with "National" business, i.e.: RP Newsletter, postage, printing, phone, and supplies.
  - b. Copy this form and file with the National Financial Secretary **ONLY**. Submit this form either monthly or quarterly.
  - c. Your final bills must be submitted to the **NFS** prior to the National Convention for reimbursement. **NO CHECKS WILL BE WRITTEN AT CONVENTION**

#### **D. SCHEDULE OF OFFICIAL VISITS**

1. The Regional President's method of scheduling visits to the individual Units should be in compliance with the C&BL and the individual Regional Bylaws.
2. Each Unit should be notified of her/his desire to visit their Unit in sufficient time for them to notify their members, so that they may accept or reject her/his visitation.
3. A schedule for the whole year is very desirable, if possible.
4. If scheduling can be coordinated with the FRA Regional President, such coordination would be appreciated.
5. The Regional President shall notify each Unit & the following Officers of her/his visits.
  - a. National President, LA FRA

- b. Regional Vice President, LA FRA
- c. Regional President, FRA
- d. Regional Vice President, FRA
- e. Others in the Region **she/he** deems necessary

**E. OFFICIAL VISITS**

Some actions which may be taken during visits to Units, in addition to those given in the C&BL are:

- 1. Offer meaningful dialogue concerning the LA FRA.
- 2. Use a question and answer session to establish communication and a rapport with the members.
- 3. Provide items that are newsworthy from the National Officers of both the LA FRA and FRA.
- 4. Offer information from other sources that are pertinent to the membership.
- 5. Ascertain if the meetings are properly conducted and if all requirements in the C&BL on Unit organization are being complied with.
- 6. If a Unit is having problems, the Regional President shall offer assistance to that Unit and notify the National President if necessary.

**F. NATIONAL PRESIDENT'S VISIT**

- 1. Upon notification by the National President or her/his visit to your Region your responsibilities are as follows:
  - a. Arrange a tentative schedule for her/his, if **she/he** prefers, for her/his approval.
  - b. This should provide groupings of Units within a geographic area of the Region to allow a minimum of travel with a maximum of exposure.
  - c. Upon approval of the schedule by the National President, notify all Units in the Region of the schedule.
  - d. Accommodations, as well as directions, for the National President's welfare should be coordinated with her/him as soon as possible.
  - e. If special activities are planned with the Region, the National President should be notified, ascertaining if **she/he** would like to attend.

**G. REGIONAL VICE PRESIDENT**

- 1. Every effort should be made to keep the Regional Vice President informed on all matters of importance.
- 2. **She/he** must complete the unexpired term of the Regional President if that office becomes vacant or if the Regional President becomes temporarily unable to fulfill her/his duties.
- 3. Depending on your Regional Bylaws, **she/he** should correspond with the 60 and 90 day past due members in her/his Region.

**H. ORGANIZING NEW UNITS**

It is of paramount importance that the Regional President endeavor to establish new Units in her/his Region.

- 1. Ascertain which Branches do not have Units.
- 2. Contact the Branch President to point out the advantages of having a Unit. This is often sufficient to gain approval to establish a Unit and to recruit from among the eligible relatives of Branch members.

3. The FRA Regional President is also endeavoring to establish New Branches. A close relationship with him/her could provide another means of establishment/recruitment.
4. The method of obtaining organizing kits, organizing and instituting New Units is clearly defined in the C&BL Article 11, Sections 1101-1106(c).

**I. REACTIVATING UNITS**

1. Ascertain which Branch is considering reactivation their Unit. The FRA Regional President could also provide you with this information in his visits to the Branches.
2. Contact the Branch President to point out that you stand ready to assist in this action.
3. The method of reactivating a Unit is similar to that of organizing a Unit. Check C&BL Article 11, Sections 1106 (a), (b), and (c).

**J. SURRENDERING UNIT CHARTER**

**(Page 64 Article 11, Section 1105)**

The Regional President should exert every possible effort to assist a Unit in retaining its charter.

1. If a Unit determines that they want to voluntarily surrender their charter, the Regional President should offer any assistance needed in assuring that all specifications given in the C&BL are adhered to.
2. After a charter has been surrendered to the sponsoring Branch, all further action will be taken by the Branch in accordance with the FRA C&BL.
3. In the event the Unit's Charter is revoked or surrendered, the Regional President shall retrieve the original Charter, along with any other properties and ship these to the National Archives Chairman.
4. Upon the surrendering of a Unit Charter, the Regional President will notify the following.
  - a. National President
  - b. National Vice President
  - c. National Executive Secretary
  - d. National Financial Secretary
  - e. Membership Services Administrator

**K. REGIONAL WORKSHOP/MID-YEAR MEETINGS**

1. Regional workshops, Mid-Year Meetings and any other meetings that might be designated by the individual Region's Bylaws, should be handled by the Regional President in accordance with those Bylaws.
2. Since all Regions conduct business differently, each Regional President should be completely familiar with the Regional Bylaws and duties outlined for their Region.

**L. FRA/LA FRA FUNCTIONS**

In attending FRA/LA FRA functions within her/his Region, the Regional President will be the National President's representative, if the National President is not present. This is an opportunity to be a Public Relations Representative of the organization and this often enhances the publicity given the event.

**M. BULLETINS**

In accordance with the C&BL, the Regional President will issue a Bulletin at least once each quarter; however **she/he** may issue more.

1. COPIES TO BE SENT TO THE FOLLOWING
  - a. One copy to each Unit and the MSA
  - b. One copy to each member of the National Board of Directors
  - c. A copy to anyone the Regional Bylaws designates
2. The Bulletin should provide a means to disseminate information on the following:
  - a. National Convention, listing the following: Newly elected officers – National President's project – Awards won by your regional Units – your committee appointments.
  - b. Membership-Activities-Americanism-Hospital-Welfare-Youth-etc.
  - c. Points of information.
  - d. Regional Convention Call (at least 30 days prior to convention) with the following information
    1. Location, date, and time of convention
    2. Names of nominees for offices of Regional President and Vice President
    3. Make a note of Unit's regional dues obligations
    4. Reminder of annual report forms
    5. Reminder of delegate forms
3. Regional President will prepare an article for the National Bulletin in Compliance with SR-22 (e). EXAMPLE: If your article is due in February issue, the National President should receive your article for approval, and the National Executive Secretary should receive both your article and your picture in their offices prior to January 5<sup>th</sup>.

#### N. REGIONAL CONVENTION

The Regional Convention is conducted under the direction of the FRA Regional Convention Committee.

1. Prior to Convention
  - a. Coordinate with the FRA Regional President, if possible, meeting with the Regional Convention Chairman, and visit the convention site.
  - b. The Regional Convention Chairman, LA FRA, will be responsible for assuring availability of the following:
    1. Charter – flags/banner – Memorial Flowers (if required)
    2. Head Table – lectern – microphone for officers.
    3. Sufficient tables and chairs for delegates/alternates and microphone position at a strategic place.
    4. Water pitchers and glasses.
    5. All other items as listed in Regional Bylaws.
  - c. The Regional President shall be responsible for the following
    1. Credentials Sheets
    2. Tally Sheets
    3. Unit Award Winning Sheets
    4. Other forms as required by Regional Bylaws
    5. Prepare, print and issue Regional Delegate Forms and forward them to each Unit at least 60 days prior to the convention. Use this reminder for the National Delegate forms. A reminder that should accompany the form with the following basic information
      - a. Delegate forms must be signed by **both** Unit President and Secretary
      - b. Only members who are in good standing and are attending the convention may be a delegate or alternate.

- c. A Unit may be entitled to several votes: however, one delegate may represent the total voting strength of this Unit.
  - d. A **PROXY**, and **ALTERNATE PROXY**, should be elected even though delegate(s) may be attending. The PROXY/ALTERNATE must be attending the convention and belong to another Unit, or be a Member-at-Large.
  - e. Delegate forms should be checked to indicate if a member of the Unit who arrives at the convention late, may be seated as a delegate with the approval of the Chairman of the delegation.
- d. Forms are due 15 days prior to Regional Convention
  - (1) Delegate Forms – if form has not been received from a Unit, a recommendation may be made that a proxy or alternate proxy be elected and properly submitted so that the Unit will not lose their vote
  - (2) Annual committee Report Forms – These reports should be received by the designated Regional Chairman.
- 2. Convention Requirements
  - Regional President's responsibilities
    - a. Prepare an agenda for the business meeting using as a guideline SR-12, or an agenda similar to the sample at the back of this Manual.
    - b. Prepare for the Memorial Services:
      - (1) A list of deceased members will be furnished by the NFS. These names will represent deaths in the Region from 1 July of the prior year to 30 June of the current year.
      - (2) A white flower is to be placed for each member by Unit
      - (3) A pink flower shall be placed for each Regional and/or Past Regional President LA FRA/FRA
      - (4) A red flower shall be placed for each National and/or Past National President LA FRA/FRA.
  - c. Certificates of Merit for Winning Units
    - (1) Judging and results will be announced by the Regional Chairman – listing the first, second and third place winners.
    - (2) Only the first place winners, in each group, of the **UNIT REPORT** (formerly known as the Unit President's report) along with the Regional Chairman's Combined Report is to be submitted to the National Convention.
    - (3) These first place winners will be delivered to the National Executive Secretary at the Pre-Board of Directors Meeting at National Convention.
  - d. The Regional President will notify the NES of the names and pertinent information of the newly elected Regional Officers at the close of the Regional Convention.
  - e. All amendments or changes in Regional Bylaws must be sent to the National Board of Directors and National Parliamentarian as soon as possible after the conclusion of the Regional Convention.

## O. **NATIONAL CONVENTION**

- 1. Regional President shall bring the following to the National Convention
  - a. Regional President's Annual Report. This report should reflect the miles traveled, number of Units visited in the Region, problems and resolution, etc. This report is not always read at convention, however, be prepared to give a verbal greeting.



- b. First Place Winners of the **UNIT REPORT** (formerly the Unit President's Report) of each group, along with the Regional Chairman's combined report on top.
  - c. Final Quarterly Report (submit to NP at Pre-Board)
  - d. Regional President's Manual (submit to NES at Pre-Board)
- 2. Regional President's Pin shall be submitted to NES after the last business meeting of the Convention.
- 3. If the Regional President is unable to attend the National Convention, **she/he** shall:
  - a. Provide the Regional President-Elect with all the above-mentioned items instruction her/him to submit them to the NP & NES upon arriving at the National Convention.
  - b. If the Region does not have a Regional President-Elect, the Regional President shall, at her/his own expense, mail all of the above mentioned items to the NP & NES, to their home addresses, within five (5) days after Regional Convention. Inform the NP of your mailing.
- 4. Regional President's duties at the National Convention
  - a. Attend the Pre-Board of Director's Meeting as a participant.
  - b. Participate in the National Memorial Services. When called upon you will place one (1) white flower for each member of your Region as the names of the deceased members are called by the NES.
  - c. Represent your Region during all Convention Business Sessions.
- 5. Regional President-Elect responsibilities are as follows
  - a. Attend the Installation rehearsal and be formerly installed at the joint FRA/LAFRA ceremony.
  - b. Newly installed Regional President shall attend Post-Board of Directors' meeting as a participant.
  - c. Receive the Regional records, files, and supplies as soon as possible after the National Convention or as stated in the Regional Bylaws.
- 6. Post Board of Director's Meeting:
  - a. RP will receive \$400.00 up front for her/his travel expenses, which is part of her/his annual expense income. Use it and keep receipts.

**P. REGIONAL FILE MAINTENANCE**

- 1. Listed below are the records necessary for a Regional President to maintain in her/his files to fulfill her/his administrative office and help her/him to function smoothly in her/his office.
  - a. No more than two (2) years of incoming and outgoing correspondence from National Officers of LA FRA/FRA and Units within her/his Region. If they are not pertinent to the function of your office, discard them.
  - b. Copy of the Regional Bylaws.
  - c. One Organizational Kit. (Provided by the NES when needed)
  - d. Information relative to Workshop/Mid-Year Meetings and National Convention if they will be of assistance to the incoming Regional President.
  - e. Financial records (if applicable) as Regional Bylaws dictate.
  - f. Correspondence relating to problems within any Unit in the Region marked "CONFIDENTIAL". (Not personality problems)
  - g. Units' Annual Competitive Reports for one (1) year, with Unit Award Winning Sheet. (The report you receive this year, you put into the files and remove the others.)

- h. Unit Officers List for one (1) year. (The report you receive this year, you put into the files and remove the others.)
  - i. EDP ALPHA listing for three (3) years with the Unit change lists. (SEPT. ALPHA list with Oct., Nov., Dec, Jan, & Feb, Unit change list on top)
  - j. Items required by Regional Bylaws.
2. Listed below are the forms that are the responsibility of the Regional President to obtain and have prepared
- a. LA FRA Stationary (Obtain from NFS)
  - b. Competitive Report Award Certificates. (Obtain from the NFS)
  - c. Expense and Quarterly Report Forms. (see sample in back of manual)
    - Maintain master copy in Regional Files and reproduce to file expenses report with NFS and quarterly report with the NP.
  - d. Regional Delegate Forms are prepared and forwarded to each Unit sixty (60) days prior to Regional Convention.
    - Distribution, at the bottom of the form should include the Regional President, Regional Vice President, Registration Chairman, Credentials Chairman, and Regional Convention Chairman, & Unit files
    - Sample of this form should be maintained in Regional Files
  - e. Tally Sheets, Credentials Forms, Unit Award Winning Sheet and other forms required by Regional Bylaws.
    - Prepared sufficient quantities to insure that each delegate/alternate at Regional Convention receives one copy.
    - Sample of these forms should be maintained in Regional Files

**Q. MISCELLANEOUS**

1. Regional Disasters  
Notify the National President of any assistance that can be given to a Unit in your Region should a disaster occur.
2. Past National Officer's death.  
Notify NP, NES, and National Chaplain of the deaths of a Past National President or Past Regional President of LA FRA/FRA. This will enable us to properly remember them in the National Bulletin, National Memorial Services and sending cards.
3. Unit Procedure Manual  
This manual is placed in the back of the Regional President's Manual for the purpose of assisting the Regional President. It shall be maintained as part of the Regional President's Manual.
4. Regional Bylaws  
A current copy of the Regional Bylaws is to be maintained in the offices of the NES and National Parliamentarian. If Regional Bylaws are amended, send a complete set to each stating that they are the current Regional Bylaws.
5. **FRA TODAY Article**  
Each Regional President is told which month to submit information about the Units in her/his Region. The RP's should include articles and photographs highlighting the projects and charitable work done by units in her/his region. Other subjects include membership development, community events, installation of Units, special projects, patriotism and grassroots lobbying.  
Submit each article and related photographs, via the **FRA TODAY** Liaison, to **FRA TODAY**, by the 15<sup>th</sup> of the month, 7 weeks preceding the date of publication. For example, if an article is to appear in the October issue of the **FRA TODAY**, then the

Liaison to FRA TODAY needs the written material and photos by August 15<sup>th</sup>. (You will find the name, address, and email of the Liaison to the FRA TODAY, in the National Officer's and Appointments Roster.)

Articles should be typed or printed, and be 150-200 words in length, with a maximum of 4 photographs. Individuals each photo should be identified, provide titles, and include the Unit and/or event, and list the photographer when possible. This information should be typed or printed on a separate piece of paper.

**DO NOT WRITE ON BACK OF PHOTOS.**

**6. PHOTOS**

You must provide your Photo, (the one taken at National) along with your article. Avoid submitting Polaroid prints or underexposed (dark) photographs because they don't reproduce well. **FRA TODAY** cannot accept Xeroxed or photocopied images. Also digital images on laser or inkjet printers will not reproduce well and cannot be accepted. High resolution (300 dpi or better) digital photos may be submitted via e-mail to the LA FRA Liaison to FRA TODAY and should be clearly identified as photo to accompany LA FRA articles.

Provide basic caption information (the five-W's – Who, What, Where, and When, and Why) on a separate sheet of paper. **DO NOT WRITE ON THE BACK OF THE PHOTOS.** Print or Type the information so that it is legible. Be sure to identify the names of all individuals pictured in the photo (left to right and front to back). Provide the first and last names of those pictured as well as their Unit affiliation and Unit Office (If they currently hold an office or have in the past), and appropriate rank and rate if they are in uniform. Check to make sure all names are typed or printed correctly.

**R. UPDATE**

1. It is reasonable to assume that a number of improvements and additions will be made to the manual and every effort will be made to insure that they are made in an orderly fashion.
2. Each Officer and Appointee SHOULD review this manual and recommend any changes required. Recommendations should be submitted to the National President for approval.

**NOTE: From the NES, as this is an updated Manual it is suggested that you make a copy for your Regional Vice President's file for the purpose of reading.**

**S. SAMPLE AGENDA**

- PRESENT COLORS
- CHAPLAIN WILL OPEN THE BIBLE (Opening Prayer)
- POST COLORS
- PLEDGE OF ALLEGIANCE TO THE FLAG
- PREAMBLE
- INTRODUCTION OF ANY GUESTS OR NATIONAL OFFICERS
- RECESS (Prepare for Memorial Services)
- MEMORIAL SERVICES
- ROLL CALL OF OFFICERS
- CREDENTIALS REPORT
- SECRETARY READS THE MINUTES OF THE LAST REGIONAL CONVENTION

- (a motion may be made, seconded, and voted on, to dispense with the reading of the minutes)
  - TREASURER'S REPORT (If applicable)
  - COMMITTEE REPORT
  - COMMUNICATIONS
  - RECESS
  - UNFINISHED BUSINESS
  - NEW BUSINESS
  - CREDENTIALS REPORT
  - ELECTIONS
  - GOOD OF THE ORDER
  - CLOSING PRAYER
  - RETIRE COLORS
  - RECESS MEETING (To be adjourned after installation of new Regional Officers)
- NOTE: Since the Mid-Year/Workshops Meetings are not normally formal assemblies, the items with a bullet usually are not required. See Regional Bylaws.

**LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION**  
**REGIONAL PRESIDENT \_\_\_\_\_ QUARTERLY REPORT**

[illegible]

**Total miles traveled this quarter:** 0

Functions	Due January 1st Quarter	Due April 2nd Quarter	Due July 3rd Quarter	Due Pre-Board 4th Quarter	Year Total
Official Unit Meetings					
Council Meetings					
Funeral Services					
Veteran Affair Meetings					
Veterans Day Services					
Memorial Day Services					
Unofficial Unit Meetings					
Social Functions					
Inspect Convention Site					
Institution of New Unit					
Mid Year Meetings					
Pilgrimage					
Installed Unit Officers					
Attended Unit Installation					
Pick up Unit Property					
Miles Traveled:					0
Regional Convention					
National Convention					
Pilgrimage					
Mileage as Regional President					0

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

## EXPENSE REPORT

**(SEND TO NRS WITH ORIGINAL AND ONE COPY OF ALL RECEIPTS)**

[illegible]

**PAGE TOTAL** \_\_\_\_\_

(Rev 7/10)

**TOTAL EXPENSES:** \_\_\_\_\_

# INSTRUCTIONS FOR UNIT'S VOLUNTARY SURRENDER OF CHARTER. (DISBANDING)

## LA FRA C&BL

**Section 1105. Voluntarily Surrender of Charter** - A Unit desiring to voluntarily surrender its Charter gives notice to all Unit members in good standing, not less than ten days prior to the regular stated meeting that a vote on voluntarily surrendering the Unit Charter will be taken at that meeting. Members are given a choice of transferring to a Unit or Membership-at-Large. If no choice is made the members will be transferred to Membership-at-Large. If the action receives a two-thirds vote, the Unit petitions its sponsoring Branch for authority to voluntarily surrender the Unit Charter.

**Section 1316(b).** A Unit shall petition its Branch for the voluntary surrender of its Charter. The Branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, LA FRA, will report in writing to the NBOD of the FRA that the Charter of said Unit has been returned.

## FRA C&BL

**Section 1316(b).** A unit shall petition its branch for the voluntary surrender of its charter. The branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, FRA Auxiliary. The National President of the FRA Auxiliary will report in writing to the National Board of Directors of the FRA that the charter of said unit has been returned.



### **STEP 1**

A Unit desiring to voluntarily surrender its Charter gives notice to all Unit members in good standing, not less than ten days prior to the regular stated meeting that a vote on voluntarily surrendering the Unit Charter will be taken at that meeting. Members are given a choice of transferring to a Unit or Membership-at-Large. If no choice is made the members will be transferred to Membership-at-Large.

Be sure to let them know the time, and place of the scheduled Unit meeting, so that they may attend and let their voice be heard.

Enclose a self-addressed, stamped envelope or post card, with the letter to assure receiving a reply. **ALL Transfer slips and Change of Address forms MUST be sent to the NFS. Keep copies for Unit files so there is documentation in case the Unit is Reinstated within the 1st three (3) years.**

When meeting has been held and a vote is taken to Voluntarily Surrender Unit Charter, and if the vote is Yes, to surrender Charter. Must have quorum present and a two-thirds vote in the affirmative.

### **STEP 2**

A unit shall petition its branch, in writing, for the voluntary surrender of its charter. The branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, FRA Auxiliary. The National President of the FRA Auxiliary will report in writing to the National Board of Directors of the FRA that the charter of said unit has been returned.

### **STEP 3**

Out of a courtesy to Unit members, a letter or a post card should be sent to inform the members that the Unit is no longer operating and that they should receive a new membership card indicating their new Unit or Membership at Large status.

### **STEP 4**

It is the responsibility of the Unit to be sure that the Unit Charter has been returned to the LA FRA National President, by the Branch. You may send an email asking the NP to please notify you when they receive the charter.

Attachments:

Sample letter for notifying members of meeting to vote for surrendering the Charter.

Transfer Form and Change of Address Form

Sample letter to petition sponsoring Branch to allow Unit to Surrender Charter

Sample letter for notifying members that Unit has disbanded.

From: Unit \_\_\_\_\_  
To: Unit \_\_\_\_\_ Members  
Subject: Meeting to vote to surrender Unit Charter

Date:

Dear Member

Due to the shrinking of our membership, lack of attendance at Unit meetings, and inability to elect Officers the current Officers of the Unit have considered the Voluntary Surrender of the Unit Charter.

We will have a meeting on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  
Day Month Day Year Time

The address is \_\_\_\_\_.

If you need directions please contact the Unit Secretary \_\_\_\_\_

The members present will vote to keep the Unit operating or vote to Voluntarily Surrender the Unit Charter. It will require we have a quorum and a two-thirds majority vote.

If we vote to surrender the charter, we must then Petition Branch \_\_\_\_\_ for the authority to proceed. Reference C&BL FRA 1306 (b) and C&BL LA FRA 1306 (b). The Branch will then notify Regional and National Presidents FRA and LA FRA.

We encourage each member to attend this meeting and let your voice be heard.

If the Charter is surrendered, each member has the option of transferring to another Unit in the Auxiliary or being added to the Membership at Large Roll. NO RESPONSE from the member will cause the member to be transferred to the Membership at Large Roll.

One the Unit is closed and the transfer is complete the member will receive a new Membership Card from the National Financial Secretary.

We have enclosed a self-addressed stamped envelope for your convenience, in making your wishes known.

We have also included a Transfer Slip for your used.

Please feel free to contact any Unit Officer if you have questions.

Yours in Loyalty, Protection, and Service

\_\_\_\_\_  
Unit President Signature

\_\_\_\_\_  
Unit Secretary Signature

\_\_\_\_\_  
Unit President Email

\_\_\_\_\_  
Unit Secretary Email

\_\_\_\_\_  
Unit President Phone

\_\_\_\_\_  
Unit Secretary Phone



LADIES AUXILIARY of the FLEET RESERVE ASSOCIATION dba AUXILIARY OF THE FLEET  
RESERVE ASSOCIATION.  
REPORT OF TRANSFER OF MEMBERSHIP

From: Secretary, Unit No \_\_\_\_\_

To: Secretary, Unit No \_\_\_\_\_

Members Name \_\_\_\_\_ Membership No \_\_\_\_\_

(Signature of Member) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip+4 \_\_\_\_\_

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Member originally joined (or last reinstated in) Unit No \_\_\_\_\_ on \_\_\_\_\_

Continuous Membership record to date of transfer \_\_\_\_\_  
(insert dates and Units)

Class of membership: (circle the one that applies to member's status). Spouse, widow, Widower, parent, grandparent, sister, brother, child, stepchild, grandchild, step grandchild. (circle one)

Sponsor's name \_\_\_\_\_ Branch No \_\_\_\_\_

Mail 3 copies of this form to the National Financial Secretary who will affect the transfer. The National Financial Secretary will return 1 copy to the Unit the member is transferring from 1 copy to the Unit the member is transferring to and will retain 1 copy in the NFS files for a period of one year.

Secretary sign, Unit #, and date \_\_\_\_\_ National Financial Secretary sign, and date \_\_\_\_\_



LADIES AUXILIARY of the FLEET RESERVE ASSOCIATION  
dba AUXILIARY of the FLEET RESERVE ASSOCIATION.

**REPORT OF CHANGE OF ADDRESS**

From: Secretary, Unit No. \_\_\_\_\_ Date \_\_\_\_\_

To: National Financial Secretary

**PLEASE CORRECT THE BELOW MEMBER'S ADDRESS**

Name \_\_\_\_\_ Membership No \_\_\_\_\_

Last

First

Middle

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Old Address \_\_\_\_\_

Street

City, State, Zip \_\_\_\_\_

New Address \_\_\_\_\_

Street

City, State, Zip+4 \_\_\_\_\_

Member

Unit Secretary

(Member and Secretary must sign, send three (3) copies to NFS and keep copy for Unit files)

LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION UNIT \_\_\_\_

TO: BRANCH \_\_\_\_

FROM: UNIT \_\_\_\_

SUBJECT: AUTHORITY TO VOLUNTARILY SURRENDER UNIT \_\_\_\_ CHARTER

DATE: \_\_\_\_\_

Shipmates.

In accordance with the LA FRA C&BL

**Section 1105. Voluntarily Surrender of Charter** - A Unit desiring to voluntarily surrender its Charter gives notice to all Unit members in good standing, not less than ten days prior to the regular stated meeting that a vote on voluntarily surrendering the Unit Charter will be taken at that meeting. Members are given a choice of transferring to a Unit or Membership-at-Large. If no choice is made the members will be transferred to Membership-at-Large. If the action receives a two-thirds vote, the Unit petitions it's sponsoring Branch for authority to voluntarily surrender the Unit Charter.

**Section 1316(b).** A Unit shall petition its Branch for the voluntary surrender of its Charter. The Branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, LA FRA, will report in writing to the NBOD of the FRA that the Charter of said Unit has been returned.

And the FRA C&BL

**Section 1316(b).** A unit shall petition its branch for the voluntary surrender of its charter. The branch shall notify the Regional and National Presidents, FRA, and the Regional and National Presidents, FRA Auxiliary. The National President of the FRA Auxiliary will report in writing to the National Board of Directors of the FRA that the charter of said unit has been returned.

The entire membership of Unit \_\_\_\_ was notified, in writing, of the scheduled meeting and what would be discussed and voted on.

The members of Unit \_\_\_\_, at a regularly scheduled meeting, a quorum being present, held on \_\_\_\_\_ did unanimously vote to Voluntarily surrender the Unit \_\_\_\_ charter, effective immediately. Due to the, drop in membership, lack of attendance, and unable to elect officers.

The members have chosen to be transferred to other LA FRA Units or transfer to the Membership at Large Roll.

The Unit will be closing the Unit Bank Account and the members voted to disperse the funds to the following, LA FRA \_\_\_\_ Branch \_\_\_\_ or other 501c3 charitable organization as listed: \_\_\_\_\_

This is to certify NO funds were disbursed to a member to pass along to their favorite charity. All funds were distributed to eligible charities the credit union/back account at \_\_\_\_\_

# \_\_\_\_\_ has officially been closed. Notification of same sent to the National Treasurer for official record keeping. Certified by Unit President, Unit Secretary.

Yours in Loyalty, Protection, and Service

---

Unit President

---

Unit Secretary

From: Unit \_\_\_\_\_  
To: Unit \_\_\_\_\_ Members  
Subject: Notification of Surrender of Unit \_\_\_\_\_  
Date: \_\_\_\_\_

Dear Member

This letter is to inform you that the Unit Charter was surrendered and the Unit is now closed, and to remind you that if you did not submit a Transfer slip, selecting a Unit of your choice or request for transfer to Membership at Large, you will automatically be transferred to MAL. You will receive a new membership card from the NFS indicating your current status.

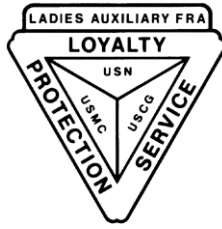
Please feel free to contact any Unit Officer if you have questions.

Yours in Loyalty, Protection, and Service

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Ladies Auxiliary of the Fleet Reserve Association  
dba Auxiliary of the Fleet Reserve Association  
NATIONAL HEADQUARTERS**



TO: ALL REGIONAL PRESIDENTS

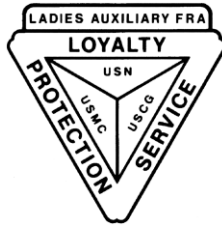
Attached is the necessary information required for "Organizing a Unit."

All the information is attached except for a copy of the C&BL. Because of the cost and bulk of our Constitution and Bylaws, it was decided that when you have a definite commitment for the formation of a new Unit, you are to contact the National Financial Secretary to order one copy of the C&BL and one copy of the Unit Procedure Manual. She will supply you with additional applications and transfer forms as needed.

HAPPY RECRUITING!!!!

2/98  
6/00  
3/2012  
9/2020

**Ladies Auxiliary of the Fleet Reserve Association**  
**dba Auxiliary of the Fleet Reserve Association**  
**NATIONAL HEADQUARTERS**



**SUBJECT: ORGANIZATION OF A UNIT**

The Regional President shall forward or deliver to the Branch Secretary, a copy of these instructions for forming a Unit, together with:

- 2 Applications for Charter forms
- 5 Special Certification Forms
- 25 Membership Applications
- 5 Transfer Forms
- 5 Address Forms
- 1 Current National Officer Roster
- 1 Current President and Secretary Roster
- 2 PCT A Forms
- 2 PCT B Forms
- 2 Supply Order Forms (page 1 & page 2)
- 1 Unit Procedure Manual

**1. HOW TO ORGANIZE A UNIT OF THE LADIES AUXILIARY TO THE FLEET RESERVE ASSOCIATION**

It is known that an Auxiliary Unit can be of great value to a FRA Branch as an aid in Welfare, Social and Patriotic work.

- a. According to Article 13, Section 1309 of the FRA C&BL, "NO UNIT OF THE LA FRA SHALL BE FORMED UNTIL ITS SPONSORING BRANCH HAS VOTED SUCH AUTHORIZATION. THE ENTIRE MEMBERSHIP OF THE BRANCH SHALL BE NOTIFIED AT LEAST 10 (TEN) DAYS IN ADVANCE OF THE MEETING AT WHICH SUCH ACTION TO AUTHORIZE SAID UNIT IS TAKEN." Section 1309 (a) reads, THE PROVISIONS OUTLINED IN SECTION 1309 MAY BE WAIVED BY THE NBOD WITH THE RECOMMENDATION OF THE CHAIRMAN, NATIONAL COMMITTEE ON MEMBERSHIP AND RETENTION, DURING THE ORGANIZATIONAL PROCESS OUTLINED IN SECTION 1201 C&BL, FRA. A MAJORITY VOTE OF PETITIONERS MUST BE SANCTIONED AND REPORTED TO THE NATIONAL PRESIDENT, LA FRA.

A MAJORITY VOTE SANCTIONS THE FORMATION OF AN AUXILIARY UNIT. THE BRANCH PRESIDENT AND SECRETARY SHALL SO CERTIFY OVER THEIR SIGNATURES, TO THE REGIONAL PRESIDENT FRA, THE REGIONAL PRESIDENT LA FRA, AND NATIONAL PRESIDENT OF LA FRA.

- b. After the Branch has voted authorization to form a Unit of the LA FRA, the Branch Secretary and President shall notify the LA FRA's National President over their personal signatures on



the Special Certification Form, that Article 13, Section 1309 of the FRA C&BL have been complied with, and the Branch has approved the sponsorship of the Unit.

- c. After the approval by the Branch to form a Unit, to consist of a group of at least 15 (fifteen) candidates of which 10 (ten) may be members of the Auxiliary requesting a transfer in order to affiliate with the new Unit and 5 (five) shall be new or reinstated members. An organizational meeting should be called where preliminary steps can be taken to form a Unit. (This is when the aims and purpose of the Ladies Auxiliary and its operation can be explained.

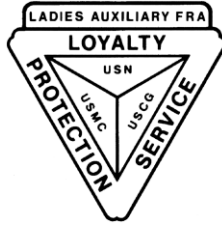
## 2. GUIDELINES FOR THE FIRST MEETING OF PROSPECTIVE MEMBERS OF A NEW UNIT:

- a. With the general approval of the prospective members of the Unit, a temporary Chairman and temporary Secretary may be elected by a majority vote. Membership applications shall then be filled out. NOT LESS THAN 1 (ONE) YEARS DUES WILL BE ACCEPTED FOR A NEW OR REINSTATED MEMBER. The Temporary chairman now entertains a motion for the nomination of President, the temporary chairman steps down and the newly elected President presides. She will now open nominations for the other Officers as stated in the LA FRA C&BL, Article 14, Section 1401 (b) thru (n).
- b. A motion is now entertained for application for the Charter. The Charter may be kept open for 30 days after presentation in order that additional names may be added if the Unit so desires. The application for Charter **SHALL BE SIGNED BY ALL MEMBERS**. This application which is done in duplicate is then submitted to the Sponsoring Branch for signatures of the Branch President and Branch Secretary.
- c. The elected Unit Secretary shall then forward the application for the Charter, membership applications, dues payments for the entire full amount collected), and transfer forms for all members transferring to the new Unit to the NATIONAL FINANCIAL SECRETARY.  
One copy of application for Charter (with typewritten list) shall also go to the National Executive Secretary.
- d. When the Charter is received by the LA FRA Regional President, The Regional President shall then make arrangements for Institution, Initiation, and Installation of Officers of the new Unit. If she cannot be the Instituting and/or Installing Officer, she may delegate this duty to some other qualified person.
- e. Each NEW MEMBER shall receive a membership pin at the Institution Ceremonies.

**NOTE:** NO UNIT CHARTER WILL BE APPROVED UNTIL THE SPECIAL CERTIFICATION FORMS, THE APPLICATION FOR CHARTER, APPLICATION FORMS PROPERLY FILLED OUT, AND DUES PAYMENT FOR ALL MEMBERS ARE RECEIVED.

THANK YOU AND GOOD LUCK!

**Ladies Auxiliary of the Fleet Reserve Association**  
**dba Auxiliary of the Fleet Reserve Association**  
**NATIONAL HEADQUARTERS**



REGION \_\_\_\_\_ UNIT # \_\_\_\_\_ UNIT NAME \_\_\_\_\_

The following information is to be furnished to the National Executive Secretary, National President and National Financial Secretary by the Regional President for record purposes.

1. Name of Instituting Officer: \_\_\_\_\_

2. Name of Installing Officer: \_\_\_\_\_

3. Date of Institution, Initiation of Members and  
Installation of Officers for Auxiliary Year: \_\_\_\_\_

4. Name and Address of Unit President: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Phone Number of Unit President: \_\_\_\_\_

6. Name and Address of Unit Secretary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Phone Number of Unit Secretary: \_\_\_\_\_

8. Location of Meeting Place: \_\_\_\_\_

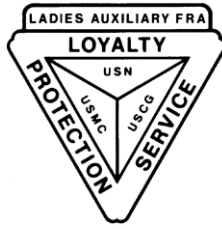
9. Date of Meeting Place: \_\_\_\_\_

10. Time of Meeting: \_\_\_\_\_

11. Name & Address of Unit Vice Pres: \_\_\_\_\_

\_\_\_\_\_

**Ladies Auxiliary of the Fleet Reserve Association**  
**dba Auxiliary of the Fleet Reserve Association**  
**NATIONAL HEADQUARTERS**



**SPECIAL CERTIFICATION FORM**

TO BE USED BY BRANCHES OF THE FLEET RESERVE ASSOCIATION TO COMPLETE AFTER VOTING TO SPONSOR A UNIT OF THE LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION.

DATE: \_\_\_\_\_

TO: NATIONAL PRESIDENT, LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION

FROM: BRANCH \_\_\_\_\_ # \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

This is to certify that Branch \_\_\_\_\_ # \_\_\_\_\_

of City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

having complied with Article 13, Section 1309 of the Constitution and Bylaws of the Fleet Reserve Association at a meeting held on (Date) \_\_\_\_\_ by a majority of the members present and voting, did approve and will sponsor a Unit of the Ladies Auxiliary of the Fleet Reserve Association.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
President, Branch # \_\_\_\_\_ Secretary, Branch # \_\_\_\_\_

UNIT ORGANIZED BY: \_\_\_\_\_  
(Name)

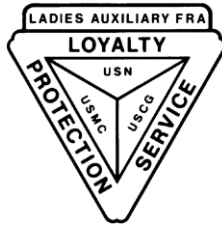
\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

NOTE: One (1) Copy of the certification is to be mailed to each of the following IMMEDIATELY.

- LA FRA National President
- LA FRA National Executive Secretary
- LA FRA National Financial Secretary
- LA FRA Regional President
- One copy for Branch File.

**Ladies Auxiliary of the Fleet Reserve Association**  
**dba Auxiliary of the Fleet Reserve Association**  
**NATIONAL HEADQUARTERS**



**APPLICATION FOR CHARTER**

SECTION 301. Membership in the Ladies Auxiliary of the Fleet Reserve Association shall be limited to Wife, Sister, Daughter, Stepdaughter, Husband, Brother, Son, Stepson, Mother, Father, Widow, Widower, Granddaughter, Grandson, Grandmother, and Grandfather, not less than sixteen (16) years of age of members of the Fleet Reserve Association, and Widow, Sister, Daughter, Stepdaughter, Widower, Brother, Son, Stepson, Mother, Father, Granddaughter, Grandson, Grandmother, and Grandfather, not less than sixteen (16) years of age of persons eligible for membership at the time of death.

WE, THE UNDERSIGNED, BEING ELIGIBLE FOR MEMBERSHIP in the Ladies Auxiliary of the Fleet Reserve Association, having complied with Article 11, Section 1101 as set forth in their Constitution and Bylaws, do hereby make application for Charter in the Ladies Auxiliary to form a Unit to be known as Unit # \_\_\_\_\_, Ladies Auxiliary of the Fleet Reserve Association, located in the State of \_\_\_\_\_, City of \_\_\_\_\_.

AND HEREBY PROMISE TO ABIDE BY THE CONSTITUTION AND BYLAWS OF THE ABOVE ORGANIZATION.

**PLEASE PRINT ALL MEMBER'S NAMES, AND ADDRESSES CLEARLY TO INCLUDE THE ZIP+4**  
**MEMBERS MUST SIGN DOCUMENT**

NAME

ADDRESS WITH 9-DIGIT ZIP+4

#1. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#2. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#3. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#4. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#5. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#6. Name \_\_\_\_\_ Address \_\_\_\_\_

ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#7. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#8. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#9. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#10. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#11. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#12. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#13. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#14. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#15. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#16. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#17. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#18. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#19. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#20. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#21. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#22. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#23. Name \_\_\_\_\_ Address \_\_\_\_\_  
ST \_\_\_\_\_ Zip +4 \_\_\_\_\_ Member Signature \_\_\_\_\_

#24. Name \_\_\_\_\_ Address \_\_\_\_\_

ST\_\_\_\_\_ Zip +4\_\_\_\_\_ Member Signature\_\_\_\_\_

#25. Name\_\_\_\_\_ Address\_\_\_\_\_

ST\_\_\_\_\_ Zip +4\_\_\_\_\_ Member Signature\_\_\_\_\_

Eligibility of the above named applicants for Charter of Unit # \_\_\_\_\_ Ladies Auxiliary of the Fleet Reserve Association dba Auxiliary of the Fleet Reserve Association is hereby approved.

DATE \_\_\_\_\_ SIGNED: \_\_\_\_\_

President Branch # \_\_\_\_\_

\_\_\_\_\_  
Secretary Branch # \_\_\_\_\_

1. Mail Application for Charter; Membership applications; Dues payments for the entire full amount collected); Transfer forms for all members who are transferring to the New Unit, to the NATIONAL FINANCIAL SECRETARY. (All checks should be payable to LA FRA.)
2. Mail a copy of the Application for Charter to the National Executive Secretary with the typewritten list.

1. Mail Application for Charter; Membership applications; Dues payments for the entire full amount collected); Transfer forms for all members who are transferring to the New Unit, to the NATIONAL FINANCIAL SECRETARY. (All checks should be payable to LA FRA.)
2. Mail a copy of the Application for Charter to the National Executive Secretary with the typewritten list.

# LA FRA MEMBERSHIP APPLICATION



**ABOUT OUR ORGANIZATION:** Founded in 1930, the LA FRA is a federally chartered organization. LA FRA Units are located throughout the United States and the Philippines. Eligible persons may also become Members-at-Large (MAL) who do not have access to, nor desire to join a Unit. The LA FRA has a proud standing tradition and heritage that supports this great nation and recognizes the sacrifices, past and present, of those who kept us strong and free.

**WHAT WE DO:** The LA FRA plays an active role in our communities. Local units sponsor youth programs, welfare projects, social and patriotic activities to benefit the communities at large, veteran programs and the active duty community. The organization provides annual scholarships to outstanding students each year.

**WHO CAN JOIN?** All applicants must be at least sixteen (16) years of age.

Membership in the Ladies Auxiliary of the Fleet Reserve Association is limited to spouses, parents, grandparents, sisters, brothers, children, stepchildren and grandchildren not less than 16 years of age of members of the Fleet Reserve Association and widows, widowers, parents, grandparents, sisters, brothers, children, stepchildren and grandchildren not less than 16 years of age of persons who were members at the time of death or eligible to be members of the Fleet Reserve Association at the time of death.

**HOW CAN I JOIN?** Members fall into two categories. Members who belong to an LA FRA Unit or Members who do not but join as "Members-at-Large."

## Join the Ladies Auxiliary of the FRA (DBA Auxiliary of the FRA)

Name in Full: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street) (City) (State) ((Zip + 4))

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_



*The following service member information validates this application:*

\_\_\_\_\_  
(Serviceman's Full Name) (Rate/Rank) (USN/ USMC/ USCG)

☐ Certify that the information is true and accurate and that my sponsor is a member of FRA Branch \_\_\_\_\_ or is MAL

☐ Certify that the information is true and accurate and that my sponsor was eligible for membership at the time of death.

Unit Preference \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Recruiter \_\_\_\_\_ Member # \_\_\_\_\_ Unit # \_\_\_\_\_

Verified by \_\_\_\_\_ Title \_\_\_\_\_ Unit/Branch \_\_\_\_\_ Date \_\_\_\_\_



I am the:

<input type="checkbox"/>	Wife	<input type="checkbox"/>	Mother
<input type="checkbox"/>	Sister	<input type="checkbox"/>	Father
<input type="checkbox"/>	Daughter	<input type="checkbox"/>	Widow
<input type="checkbox"/>	Stepdaughter	<input type="checkbox"/>	Widower
<input type="checkbox"/>	Husband	<input type="checkbox"/>	Granddaughter
<input type="checkbox"/>	Brother	<input type="checkbox"/>	Grandson
<input type="checkbox"/>	Son	<input type="checkbox"/>	Grandmother
<input type="checkbox"/>	Stepson	<input type="checkbox"/>	Grandfather

### Annual Membership Dues:

<input type="checkbox"/>	\$20.00 for 1 Year
<input type="checkbox"/>	\$40.00 for 2 Year
<input type="checkbox"/>	\$60.00 for 3 Years
<input type="checkbox"/>	\$80.00 for 4 Years
<input type="checkbox"/>	\$100.00 for 5 Years

Make all checks or money orders payable to LA FRA.  
Along with signed application and payment, mail to:  
National Financial Secretary  
PO Box 3037  
Carson City NV 89702





LADIES AUXILIARY of the FLEET RESERVE ASSOCIATION  
dba AUXILIARY of the FLEET RESERVE ASSOCIATION.

**REPORT OF CHANGE OF ADDRESS**

From: Secretary, Unit No. \_\_\_\_\_ Date \_\_\_\_\_

To: National Financial Secretary

**PLEASE CORRECT THE BELOW MEMBER'S ADDRESS**

Name \_\_\_\_\_ Membership No \_\_\_\_\_

Last First Middle

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Old Address \_\_\_\_\_ Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

New Address \_\_\_\_\_ Street \_\_\_\_\_

City, State, Zip+4 \_\_\_\_\_

Member \_\_\_\_\_ Unit Secretary \_\_\_\_\_

(Member and Secretary must sign, send three (3) copies to NFS and keep copy for Unit files)



LADIES AUXILIARY of the FLEET RESERVE ASSOCIATION dba AUXILIARY OF THE FLEET  
RESERVE ASSOCIATION.  
REPORT OF TRANSFER OF MEMBERSHIP

From: Secretary, Unit No \_\_\_\_\_

To: Secretary, Unit No \_\_\_\_\_

Members Name \_\_\_\_\_ Membership No \_\_\_\_\_

(Signature of Member) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip+4 \_\_\_\_\_

Email: \_\_\_\_\_ Phone# \_\_\_\_\_

Member originally joined (or last reinstated in) Unit No \_\_\_\_\_ on \_\_\_\_\_

Continuous Membership record to date of transfer \_\_\_\_\_  
(insert dates and Units)

Class of membership: (circle the one that applies to member's status). Spouse, widow, Widower, parent, grandparent, sister, brother, child, stepchild, grandchild, step grandchild. (circle one)

Sponsor's name \_\_\_\_\_ Branch No \_\_\_\_\_

Mail 3 copies of this form to the National Financial Secretary who will affect the transfer. The National Financial Secretary will return 1 copy to the Unit the member is transferring from 1 copy to the Unit the member is transferring to and will retain 1 copy in the NFS files for a period of one year.

Secretary sign, Unit #, and date \_\_\_\_\_ National Financial Secretary sign, and date \_\_\_\_\_

**Please type or Print Legibly.**

Unit Secretary Signature

# REPORT OF NEW MEMBER (CODE 59)

[illegible]

# REPORT OF REINSTATED MEMBERS (CODE 52)

[illegible]

## REPORT OF MEMBERSHIP RENEWALS

[illegible]

PCT "B"	Unit#	Month	20
---------	-------	-------	----

**Please type or Print Legibly.**

Unit Secretary Signature

**PART A**

**REPORT OF CHANGE OF RECORD OF MEMBER-----PLEASE ENTER ALL INFORMATION**

[illegible]

**PART B TRANSFERS (CODES 56, 57, 58)**

[illegible]

**PART C**

**REPORT OF DECEASED (53) RESIGNATIONS (50), INELIGIBLE (55)**

[illegible]

**LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION**  
**PRICE LIST/ORDER FORM**  
(Revised January 2021)

	<b>Name</b>		<b>Date Ordered</b>
	<b>Address</b>		<b>Unit #</b>
	<b>City, State, Zip</b>		<b>Phone#</b>
	<b>Email address:</b>		
	<b>Name of Unit:</b>		
	<b>ALL ORDERS ARE PREPAID WITH CHECKS MADE PAYABLE TO: LA FRA</b>		
	<b>Send Order and Payment To:</b>		
	<b>LAFRA</b>		
	<b>Brenda Horton NFS</b>		
	<b>PO Box 3037</b>		
	<b>Carson City NV 89702</b>		
	<b>QUANTITY</b>	<b>ITEM</b>	<b>UNIT PRICE      AMOUNT</b>
		LA FRA History Book (Include Name of Purchaser)	\$40.00
		LA FRA History 5 year insert	\$20.00
		Certificate of Appreciation (each)	\$0.50
		Blue and Gold Ribbon (per yard)	\$3.00
		LA FRA Patch 2-1/4" X 2-1/4" (Each)	\$2.00
		LA FRA Decals 4-1/4" X 4-1/4" (Each)	\$1.50
		LA FRA Seals 1-1/8" X 1-1/8" (per roll of 50)	\$3.00
		Membership Pins	\$3.00
		Unit Flag Banner (Requires Processing Time)	
		<b>SERVICE GUARDS</b>	
		5 Year	\$10.00
		10 Year	\$10.00
		15 Year	\$10.00
		20 Year	\$10.00
		25 Year	\$10.00
		30 Year	\$10.00
		35 Year	\$10.00
		40 Year	\$10.00
		45 Year	\$10.00
		50 Year (Provide Member Name)	Free Per Standing Rule SR-28(I)
		55 Year (Provide Member Name)	\$10.00
		60 Year (Provide Member Name)	\$10.00
		65 Year (Provide Member Name)	\$10.00
		70 Year (Provide Member Name)	\$10.00
		<b>PAST OFFICER'S PINS</b>	
		Past Unit President Pin w/guard	\$35.00
		Past Unit Vice-President Pin w/guard	\$20.00
		Past Unit Secretary Pin w/guard	\$20.00
		Past Unit Treasurer Pin w/guard	\$20.00
		Past Unit Chaplain Pin w/guard	\$20.00
		Past Unit Secretary/Treasurer Pin w/guard	\$20.00
		Past Unit Director Pin (no guard)	\$15.00
		Past Unit President Guard	\$9.00
		Past Unit Vice-President Guard	\$9.00
		Past Unit Secretary Guard	\$9.00
		Past Unit Treasurer Guard	\$9.00
		Past Unit Secretary Guard	\$9.00
		Past Unit Secretary/Treasurer Guard	\$9.00
		Past Unit Director Guard	\$9.00
		<b>REPLACEMENT FOR LOST PINS</b>	
		Gold Pin Replacement	\$9.00
		Silver Star Replacement	\$3.50
		Silver Anchor Replacement	\$9.00
		<b>Total</b>	
	<b>These items are available for download @ <a href="http://www.la-fra.org">www.la-fra.org</a></b>		
	<b>No longer through the NFS</b>		
		Membership Applications/and Brochures	
		PCT "A" Membership Form	
		PCT "B" Membership Form	
		Order Form/Price List	
		Membership Transfer Forms	
		Unit Procedure Manual	
		Constitution & Bylaws	

**LAFRA HATS:**

ORDER DIRECTLY FROM SUPPLIER WITH **PAYMENT IN FULL.**  
 BASIC HAT INCLUDES LADIES AUXILIARY FLEET RESERVE ASSOCIATION  
 (SPELLED OUT), PLUS UNIT AND UNIT NUMBER

Keystone Cap Co.  
 2251 Fraley Street  
 Philadelphia, PA 19137  
 Phone: 215-821-3434  
[www.keystoneuniformcap.com](http://www.keystoneuniformcap.com)

**FLAGS:**

**CONTACT THE NATIONAL FINANCIAL SECRETARY BEFORE ORDERING TO DETERMINE  
 CURRENT PRICES, SHIPPING CHARGES AND ANY OTHER CHARGES THAT MAY APPLY.**

Flags are shipped directly from the manufacturer and take approximately eight (8) weeks  
 for delivery after receipt of order.

**LA FRA BANNERS:** Are of Dura-Lite Nylon, double thickness, appliqued and finished with pole hem and gold fringe.

Banner contains the Auxiliary emblem in proper colors and includes the letters within the  
 emblem. Up to fifty (50) gold letters in Gothic type are included on the background, Ladies  
 Auxiliary Fleet Reserve contains thirty-eight (38) of those fifty (50) letters.

**SINCE PRICES ARE SUBJECT TO CHANGE, CONTACT THE NATIONAL FINANCIAL SECRETARY TO  
 DETERMINE CURRENT PRICES, SHIPPING CHARGES, CHARGES FOR ADDITIONAL LETTERING  
 AND ANY OTHER CHARGES THAT MAY APPLY.**

**WHEN ORDERING THE UNIT BANNER, PLEASE INDICATE BELOW EXACTLY WHAT IS DESIRED ON THE  
 BANNER, IN ADDITION TO THE LADIES AUXILIARY FLEET RESERVE ASSOCIATION:**

UNIT # \_\_\_\_\_ NAME OF UNIT (IF DESIRED) \_\_\_\_\_  
 CITY \_\_\_\_\_ State \_\_\_\_\_

Quantity	Item	Price	
	NATIONAL ENSIGN: 3' x 5' Dura-Lite Nylon Fringed	Must call to get current prices	
	NATIONAL ENSIGN: 3' x 5' Dura-Lite Nylon Fringed Complete with Oak Pole, 5" Golden Eagle, Liberty Stand, 4" Golden Tassel & Cord Set with 8-1/2" Classic Eagle	Must call to get current prices	
	NATIONAL ENSIGN: Same as above but with an aluminum pole, Gold or Silver, with 5" Eagle with 8- 1/2 classic Eagle	Must call to get current prices	
	UNIT BANNER: 3' X 5" Dura-Lite Nylon (Does Not include accessories) Additional Letters	Must call to get current prices	
	ACCESSORY KIT #1: includes Jointed Oak Pole, 5" Golden Eagle, Liberty Stand, 4" Golden Tassel & Cord Set & Rain Cover with 8-1/2" Classic Eagle	Must call to get current prices	
	ACCESSORY KIT #2: Same as above but with Aluminum Pole, Gold or Silver, with 5" Eagle or with 8-1/2 Classic Eagle (Please specify which Eagle size you want.)	Must call to get current prices	
<b>(Items listed below DO NOT include shipping and handling, contact NFS)</b>			
	Jointed Aluminum Pole, 8' X 1-1/4" (Gold or Silver)		
	Jointed Oak Pole, 8' X 1-1/4"		
	Golden Aluminum Eagle, 5" (Gold Finish)		
	Golden Classic Eagle, 8-1/2" (Golden Finish)		
	Golden Tassel & Cord Set, 5"		
	Liberty Stand, 8 lbs. (Fits Poles)(Gold or Chrome)		
	Rain Cover		
	Subtotal		
	Shipping Charge		
	Total Amount Flag Order		

**\*\*\*\*\*BEFORE SENDING YOUR ORDER IT IS SUGGESTED THAT YOU CONTACT THE NATIONAL FINANCIAL SECRETARY TO  
 LET HER KNOW WHAT YOU ARE WISHING TO ORDER SO THAT SHE CAN GET YOU THE UP TO DATE PRICING FOR THE ITEMS  
 YOU WANT TO ORDER AND THE SHIPPING COST.**